



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**




**Office of the Schools Division Superintendent**

**Division Memorandum**

No: 249,s.2020

To: All Division Personnel  
School Heads (Elementary & Secondary)  
All other concerned

From:  **IRENE S. ANGWAY, Ph.D, CESO VI**  
OIC-Schools Division Superintendent

Date: November 17, 2020

Subject: **Submission of Summaries of Personnel Benefits Paid to SDO Personnel under Supplementary Payroll for CY 2020**

1. In compliance to Regional Memorandum No. 204, S. 2020 on the submission of Personnel Benefits paid to personnel under supplementary payroll for CY 2020, this is in preparation for the issuance of the 2020 BIR Form 2316 (Certified of Compensation Payment / Tax Withheld) and the updating of withholding taxes of all employees whose salaries are being processed at the Regional Payroll Services Unit DepEd-CAR, Wangal La Trinidad, Benguet.
2. Relative to this, all unpaid various claims such as NOSI, NOSA, Substitute payment and other claims will submit to the Division Office on or before December 5,2020. Failure not to submit on the said deadline will not be processed for payment. Said claims will be process on the next calendar year.
3. For strict compliance.

